

Meeting Date: 11/23/08

AGENDA REPORT

City of Santa Clara, California

Agenda Item #

7A-3

Santa Clara



Date: November 18, 2008
To: City Manager for Council Action
From: John C. Roukema, Director of Electric Utility
Subject: Request for Vacation Accrual Over the Maximum Hours Allowed for Senior Electric Utility Engineer Jay Sheth

EXECUTIVE SUMMARY:

Jay Sheth, Senior Electric Utility Engineer, will be over-accruing earned vacation time by approximately 82 hours at the end of the pay period of December 28, 2008 through January 10, 2009. Mr. Sheth requests that he be allowed to accrue over the maximum vacation hours without penalty through February, 2009 as he will be taking an extended vacation before March 1, 2009.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

Approval would allow City employee to use all of his accrued vacation time. There are no known disadvantages.

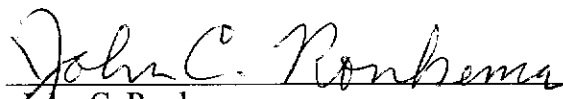
ECONOMIC/FISCAL IMPACT:

There is no additional cost to the City other than staff time and expense.

RECOMMENDATION:

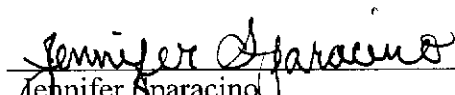
That the Council approve the request to allow Jay Sheth, Senior Electric Utility Engineer, to accrue over the maximum vacation hours without penalty.

APPROVAL RECOMMENDED


John C. Roukema
Director of Electric Utility


Alan Christenson
Acting Director of Human Resources

APPROVED:


Jennifer Sparacino
City Manager